

**MINUTES OF MEETING
LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES
February 3, 2015**

CALL TO ORDER:

Chairwoman Karen Quinn called the meeting to order at 5:34 PM at the Lincoln Public Library.

PRESENT:

Chairwoman Karen Quinn, Treasurer Rita Caraccia, Trustee Merle Krueger were present. Also in attendance was Becky Boragine, Library Director

ABSENT:

None

APPROVAL OF MINUTES:

The Minutes of the December 10, 2014 meeting were reviewed. A motion to accept the minutes was made by Trustee Krueger and seconded by Treasurer Caraccia. The motion was approved unanimously.

DIRECTOR'S REPORT:

Ms. Boragine informed the Board that she attended a Town Directors meeting and the Rhode Island League of Cities and Towns Annual

Conference. During December four computer classes were held, zero story times, eight children's programs, three teen programs and seven adult programs took place. Ms. Boragine indicated that items added to the collection in October were 969 books, videos, CD's, magazines, DVD's, CD-ROMS, etc. Also, circulated were 14, 378 items. A total of 46 new patrons were given library cards. Loaned 4,120 items out to other libraries and borrowed 1,689 items. The in-house computer usage was 1,142. The Library web pages were accessed 133,155 times. The online database usage was 1,217. Overdrive usage was 1,098 and includes 238 Audio, 14 Video, 3 Music, 843 E-Books and all other E-Books usage was 265.

A motion to accept the Director's report was made by Trustee Krueger and seconded by Treasurer Caraccia. The motion was approved unanimously.

FINANCIAL REPORT:

Library Director Becky Boragine reported the balances as follows:

- Fines: \$3,377.66**
- Champlin Account: \$197,868.49**
- Trustees Account: \$20,359.16**
- Checking Account: \$1,102.97**
- Certificate of Deposit:**
- Catie Kurowski Fund: \$4,336.25**

All current Trustees went to Navigant Credit Union to have their names set up as signatory's on all accounts. There is an outstanding check to the Town of Johnston for a lost book (\$8), Johnston is not concerned about the check and indicated that they do not expect us to re-issue another check at this time. The receipt for the staff appreciation lunch (\$507.68) and receipt for the gift cards for the newspaper, delivery carriers etc were presented for payment by Ms. Boragine.

A motion that the Board agrees that all invoices being presented for payment by the Town of Lincoln are accurate and are to be paid from their respective accounts was made by Trustee Krueger and seconded by Treasurer Caraccia. The motion was approved unanimously.

UNFINISHED BUSINESS:

Ms. Boragine provided an update on the library renovation. The Friends of the Library painted the meeting room. The end panels are on order, the reference desk was designed and is on order and will be paid for by the Champlin grant monies. The Town of Lincoln is also working on the parking lot. The flag pole will be relocated. An electrician is also putting in new lighting near the book drop. Treasurer Caraccia questioned the board about the parking lot center island and the flowers/perennials that are there. She is also a member of the Garden Club and is willing to discuss the relocating of

those perennials and potentially designing a garden area where the open court yard is with the Garden Club.

NEW BUSINESS:

The budget was discussed with the Town Administrator. Board members were distributed packets on the budget. Not many line items have changed from year to year, except for the line items that are contractually required too (ie salaries). The biggest change in the budget is from Valueline (online subscriptions) we had to increase the data usage due to the number of people using the service. The budget also calls for an updating of the Microsoft Windows programs. The Board agrees that the library has done very well with the escalating costs and being able to maintain the budget. The Town is also budgeting approximately \$155,000 for capital expenditures for the library. A new roof and additional funds for the parking lot repair.

Electronic card readers that were brought up at the last board meeting were discussed in detail. It is something that the library can purchase inexpensively and believe it is something that can be up and running in the next few months. Ms. Boragine is in the process of contacting other libraries to see who they use and their opinions on the services.

Digital music services were also discussed last meeting. Board members received a handout on the different companies. After Ms.

Boragine doing research the Board members discussed the different companies. Ms. Boragine investigated the different companies and had her librarians also research and discussed with them the pros and cons of each company. The companies, either Hoopla or Freegal both had good qualities and costs are similar. Ms. Boragine put in her budget \$6,000 for this service and will await approval of budget before deciding which company to use. She contacted the Greenville Library and they are using both companies.

The monthly newsletters and calendars have been sent out and distributed to patrons and can be found online at the library website.

Next Meeting is February 24, 2015 at 5:30 pm.

PUBLIC COMMENT:

None

ADJOURNMENT:

There being no further business, a motion was made by Trustee Krueger and seconded by Treasurer Caraccia to adjourn the meeting at 6:29 PM. The motion was approved unanimously.

Respectfully submitted,

Joan Dion
Board Secretary